

Request for Qualifications

Technical Assistance to Develop the Alternative Fuel Readiness Plan For San Mateo County

City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

May 9, 2014

For further information contact:

John Hoang

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Fax: 650-361-8227

E-Mail: jhoang@smcgov.org

Request for Qualifications

Technical Assistance to Develop the Alternative Fuel Readiness Plan For San Mateo County

The City/County Association of Governments of San Mateo County (C/CAG) invites your firm to submit its Statement of Qualifications to provide technical assistance for development of the Alternative Fuel Readiness Plan for San Mateo County.

Statement of Qualifications must be received NO LATER THAN 12:00 P.M., Friday, May 30, 2014. Four (4) copies of your materials should be mailed or delivered to:

C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

Phone (650) 363-4105
Fax (650) 361-8227
E-mail: jhoang@smcgov.org

SUBMITTAL REQUIREMENTS

Each submittal must include the following information. This information should be minimum 12 pt. font on 8.5 x 11 paper confined to no more than five (5) double sided pages excluding the transmittal letter and resumes of staff members and references. Other pertinent information is not to exceed the equivalent of two (2) 8.5 x 11 pages.

1. Transmittal Letter: The Statement of Qualifications (SOQs) shall be transmitted with a cover letter describing the respondent's interest and commitment to the proposed project. The cover letter should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized to negotiate contractual agreements shall sign the cover letter.

Address the cover letter and the SOQs as follows:

C/CAG
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

2. Project Understanding/Approach: Briefly present your firm's understanding of the project and address how your firm will approach all of the major elements of the proposed scope of work as included in "Attachment A" of this Request for Qualifications.
3. Experience: Briefly identify any past experience you have relating to alternative fuel, development of alternate fuel readiness plans and/or comparable documents.
4. Qualifications: Identify the qualifications of your staff assigned to provide the services. Desired qualifications are as follows:

- Experience with alternative transportation fuels and possess an understanding of alternative fuel production and distribution technologies including natural gas compression, anaerobic digestion, waste to biofuel conversion, LPG, algal biofuels, hydrogen, electric vehicle charging, biodiesel and ethanol distribution.
- Possess an understanding of alternative fueled vehicle fueling and maintenance facility safety requirements including safe handling of gaseous fuels including hydrogen, LPG and CNG.
- Demonstrate an understanding of the economies of alternative fuels and incentives associated with the use of low carbon fuels.
- Knowledge that demonstrates an understanding of alternative fuels infrastructure, safety, economics, and emissions impacts.
- Possess a general understanding of local zoning and parking policies, local building codes, permitting and inspection processes.

Brief resumes of key staff may also be included. Please identify the individual who will be the primary point of contact (project manager).

5. References: Provide a list of references, including contact information, for agencies that you have services for relating to alternative fuel and/or development of alternate fuel readiness plan or comparable documents.

EVALUATION CRITERIA / SELECTION PROCESS

A selection panel will evaluate the SOQs based on the following criteria:

- Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- History of successfully managing other contracts with public or private agencies
- Ability to meet any required timelines or other requirements

C/CAG may consider any other criteria it deems relevant, and the Selection Committee is free to make any recommendations it deems to be in the best interest of C/CAG. The selection panel will rank the SOQs and determine the top consulting firms to qualify to perform work. Consultant interviews may be held, if necessary.

C/CAG reserves the right to reject all SOQs, and not enter into any contract for the services described in the Request for Qualifications. C/CAG may consider any other criteria it deems relevant, and the Selection Committee is free to make any recommendations it deems to be in the best interest of C/CAG. Inaccuracy of any information supplied within a SOQ or other errors constitute grounds for rejection of the SOQ. However, C/CAG may, in its sole discretion, correct errors or contact a proposer for clarification.

TENTATIVE SCHEDULE FOR THE REVIEW PROCESS

<u>Date</u>	<u>Description</u>
May 9, 2014	Release Request for Qualifications
May 30, 2014	Statement of Qualifications Due
June 4 - 6, 2014	Selection Committee review Statement of Qualifications. Consultant interviews may be held (if necessary). Consulting firms selected for an interview must be available during this period.

ATTACHMENT A

Technical Assistance to Develop the Alternative Fuel Readiness Plan for San Mateo County

SCOPE OF WORK

BACKGROUND

The City/County Association of Governments of San Mateo County (C/CAG), as the County's Congestion Management Agency (CMA) responsible for transportation planning, programming, and funding, is planning to develop the Alternative Fuel Readiness Plan for San Mateo County. This plan will be a resource to San Mateo County jurisdictions, which includes 20 cities and the unincorporated County, guiding local efforts to become ready for the increased use of alternative fuels within their respective jurisdictions. The purpose of the project is to develop a plan for preparing the municipalities within San Mateo County for the commercialization of alternative transportation fuels in the marketplace. This plan will serve as the blueprint for aiding the public agencies within the county in permitting and deploying alternative fuel infrastructure (AFI), training personnel to deal with AFI, and stimulating the increased use of alternative fuels. This plan will address Plug-in Electric Vehicle (PEV), compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), and hydrogen fueling infrastructure into the county and vehicles using these fuels into the county's vehicle mix.

SCOPE OF WORK

Develop the Alternative Fuel Readiness Plan for San Mateo County for preparing the county and the 20 cities therein for the commercialization of alternative transportation fuels in the marketplace. Specific project tasks are as follows:

- Analyze existing and potential incentives for increased usage of alternative fuels. This objective includes describing and analyzing potential policy options, feasible local incentives program options, and possible AFI installation and alternative fuel vehicle purchase opportunity that could be encouraged by local government initiatives.
- Identify challenges and opportunities for sharing best practices for planning, permitting, deployment, maintenance, and inspection of AFI. This objective includes discussing the challenges to AFI development presented by zoning and parking policies, local building codes, permitting and inspection processes, training and education programs for local stakeholders such as the workforce, and public outreach. Identify and document specific actions and recommendations for implementation in San Mateo County to make the planning and execution process for incorporating alternative fuel vehicles (AFVs) fueling infrastructure.
- Develop training materials or classes for fleet operators, planners, first responders, and decision-makers regarding AFI development. This objective includes developing training materials for PEV, CNG, LNG, LPG, and hydrogen fuels.
- Develop strategies and best practices to increase procurement of alternative fuels. This objective includes developing recommendations for county and city government agencies in adopting and incentivizing the expanded use of PEVs and other AFVs in San Mateo County and the installation of the AFI to service these vehicles. Direct AFV purchases by government entities and direct incentives to the public to install AFI and decrease the price difference between alternative and petroleum fuels will be considered.

- Develop marketing analyses, marketing materials, and outreach strategies that communicate the benefits of alternative fuel usage to targeted groups such as fleet owners/operators. This includes developing a catalog of the consumer education and outreach efforts of the local organizations that could impact San Mateo County and the cities in the county, identifying the specific aspects of these education and outreach efforts that have direct effect on other entities within the county, and using this catalog to specify the strategy to extend AFV marketing efforts forward to better communicate alternative fuel use benefits to current and potential user communities in San Mateo County.
- Develop strategies to assist alternative fuel wholesalers/retailers, with the intent of increasing the availability and/or reducing the cost of alternative fuels. This includes developing and documenting a countywide fueling/ charging station siting plan to guide and coordinate future AFI siting efforts based on anticipated or projected demand for fueling/charging stations.